

General Relief (GR) Program Guide (PG) Letter #61

July 8, 2010

Subject	REVISED INSTRUCTIONS FOR COMPLETION OF THE AUTHORIZATION FOR REIMBURSEMENT OF INTERIM ASSISTANCE (SSP 14), REVISED DEFINITION OF EVICTION NOTICE, MEDS CLEARANCE AFTER GRANTING, AND CHANGES TO GR ALCOHOL AND DRUG SERVICES (GRADS)
----------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Effective Date	<ul style="list-style-type: none">• July 1, 2010 for GRADS changes• Upon receipt for the remainder
-----------------------	---------------------------------------------------------------------------------------------------------------------------

References	<ul style="list-style-type: none">• GRPG Special Notices (SN) 08-01 and 08-01, Addendum A (incorporated into GRPG in Letter 48)• GR Memo 10-03• All County Information Notices (ACIN) I-46-08 and I-46-08E• Program Inquiry dated December 18, 2007• County Policy
-------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Purpose	<p>The purpose of this Letter is to provide:</p> <ul style="list-style-type: none">• updated instructions for the completion of the SSP 14;• a revised definition of Eviction Notice for an Expedited Intake;• instructions to clear the Medi-Cal Eligibility Data System (MEDS) after the GR case has been granted; and• updated instructions for GRADS.
----------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Background	<p>The SSP 14 is used to authorize the Social Security Administration (SSA) to send the first Supplemental Security Income/State Supplemental Program (SSI/SSP) payment to the County to repay the amount of GR paid while the application for SSI/SSP is pending. The SNs above provided a revised form to obtain this authorization.</p>
-------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

In the Program Inquiry response dated December 18, 2007, the term “Eviction Notice” was defined as the Sheriff’s Eviction Notice only. A three-day notice to pay rent or quit was not considered an eviction notice.

GR cases are tracked in MEDS. This tracking is also used for Interim Assistance Reimbursement.

GRADS is a mandatory substance abuse recovery program for GR applicants and recipients. Workers evaluate all GR applicants and recipients for “reasonable suspicion” of substance abuse and refer those that meet the requirement to GRADS.

Changes

Due to a recent audit, it was discovered that with the change in the SSP 14, the requirements for the form’s completion were also changed.

In order to reduce the chance that an applicant may become homeless, the definition of eviction notice is now being expanded to include a three-day notice to pay rent or quit.

A MEDS clearance after the case is granted has been added to ensure that the County receives the Interim Assistance Reimbursement.

The GRADS program has been changed with the new contract negotiations. GRADS participants will not be tracked differently from any other Alcohol and Drug Services participant. Referral and Monitoring rules have not changed as a result of these changes. In some regions, the providers have changed. See GRADS information, below, for an updated list of the Regional Recovery Centers (RRC).

Form SSP 14 Completion

To ensure completion, the worker must complete the boxes at the top of the form for Client’s name, Social Security Number, and Address. The worker must also check the appropriate box for “Initial Payment Only” or “Initial Posteligibility Payment Only.” The applicant/recipient must sign and date the form on Page 2. The worker must then sign and date the form as well.

Eviction Notice

Please follow the instructions in the table below to determine if an applicant who is potentially eligible for GR qualifies for an Expedited Intake based on having a three-day notice to pay rent or quit.

If the amount of rent owed is ...	Then the applicant ...
less than or equal to the amount of GR that would be received,	qualifies for an Expedited Intake.
greater than the amount of GR that would be received,	does not qualify for an Expedited Intake. Schedule for the next available regular appointment.

**MEDS
Clearance**

Workers must clear MEDS two State business days after the case is granted to ensure that the GR case is on MEDS and that the SSN is verified.

GRADS

Workers will continue to evaluate GR applicants and recipients for “reasonable suspicion” of substance abuse. Referrals will be made to the appropriate RRC for the participant’s location. The RRCs are shown in the table below and are also listed in [GRPG 90-120, Appendix F](#).

Region	Provider	Location
Central	Mental Health Systems (MHS)	6244 El Cajon Boulevard, Suite 15 San Diego, CA 92115 (619) 287-8225
East	McAlister Institute (MITE)	1365 N. Johnson Avenue #111 El Cajon, CA 92020 (619) 440-4801 x121
North Central	MHS	3340 Kemper Street, Suite 105 San Diego, CA 92110 (619) 523-8121
North Coastal	MITE	2821 Oceanside Boulevard Oceanside, CA 92054 (760) 721-2743
North Inland	MHS	620 North Ash Street Escondido, CA 92027 (760) 741-7708
South	MITE	1180 Third Avenue #3 Chula Vista, CA 91911 (619) 422-3918

Forms Impact Form SSP 14 is already in iWay.

Forms 11-89 HHSA (Attachment A), 11-89 HHSA (SP) (Attachment B), and 11-91 HHSA (Attachment C) have been updated to show the new RRCs. They have been uploaded and are available in iWay. SR254640 has been opened to have the 11-89 HHSA and 11-89 HHSA (SP) updated in CalWIN. Until this is completed, workers must use the shelf stock version of the form.

**Imaging
Impact**

No impact.

**Automation
Impact**

No impact.

**ACCESS
Impact**

No impact.

**Quality
Assurance
Impact**

Effective with the August 2010 review month, Quality Assurance will cite with the appropriate error any case that does not follow the requirements of this Letter.

**Training
Impact**

Training on the proper completion of the SSP 14 is available on Learning Management System (LMS). GR staff must complete the training by August 1, 2010.

**Summary of
Changes**

The table below shows the changes to the GRPG.

Section	Changes
<u>90-100.2</u>	Updated instructions for Expedited Intake.
<u>90-100.3</u>	Revised instructions for SSP 14 completion and MEDS clearance.
<u>90-120, Appendix C</u>	Updated example of 11-89 HHSA.
<u>90-120, Appendix E</u>	Updated example of 11-91 HHSA.
<u>90-120, Appendix F</u>	Updated GRADS ZIP Code Listing for Regional Recovery Centers.
<u>90-800.4</u>	Revised instructions for SSP 14 completion.

**Manager
Approval**

ORIGINAL SIGNED BY:

Janya Bowman, Assistant Deputy Director
Health Care Policy Administration
Strategic Planning and Operational Support

DH

**HEALTH AND HUMAN SERVICES AGENCY
GENERAL RELIEF ALCOHOL & DRUG SERVICES (GRADS) APPOINTMENT LETTER**

CLIENT'S NAME _____ WORKER _____

ADDRESS _____ WORKER NUMBER _____

_____ PHONE NUMBER _____

Case No. _____ ☐ Check if client is homeless or has no permanent residence.

You have been scheduled to go to the Regional Recovery Center checked below for substance abuse screening/assessment, recovery services, and random weekly drug test.

1. Name: _____ Date: _____ Day: _____ Time: _____

2. Name: _____ Date: _____ Day: _____ Time: _____

BE SURE TO ALLOW SUFFICIENT TIME FOR TRAVEL AND CHECK-IN. BRING THIS NOTICE WITH YOU.

If you are unable to appear at the above-scheduled date and time, you must contact your worker immediately. IF YOU OR ANYONE IN YOUR GENERAL RELIEF CASE FAILS TO KEEP A GRADS APPOINTMENT, YOUR GENERAL RELIEF BENEFITS MAY BE DENIED OR DISCONTINUED. Call me if you have any questions.

PROGRAM ADDRESS	DESCRIPTION
<input type="checkbox"/> Mental Health Systems (MHS) – Central 6244 El Cajon Boulevard, Suite 15 San Diego, CA 92115 (619) 287-8225	One-story gray building in Campus Medical-Dental Center, located between College Avenue and 63 rd Street. BUS ROUTE 1
<input type="checkbox"/> Mental Health Systems (MHS) – North Central 3340 Kemper Street, Suite 105 San Diego, CA 92110 (619) 523-8121	Two-story white building, located between Midway Drive and Sports Arena Boulevard. BUS ROUTES 8, 9, 35
<input type="checkbox"/> Mental Health Systems (MHS) – North Inland 620 North Ash Street Escondido, CA 92027 (760) 741-7708	One-story, white building, located between E. Washington Avenue and Jefferson Avenue. BUS ROUTE 354
<input type="checkbox"/> McAlister Institute (MITE) – East County 1365 N. Johnson Avenue #111 El Cajon, CA 92020 (619) 440-4801 x 121	One-story, brown industrial building in Gregory's Industrial Complex between Vernon and Bradley. BUS ROUTES 846, 847, 848, 858, 864, 871 (shuttle), AND TROLLEY
<input type="checkbox"/> McAlister Institute (MITE) – North County 2821 Oceanside Boulevard Oceanside, CA 92054 (760) 721-2743	One-story, bluish-gray building, located between El Camino Real and Foussat. BUS ROUTES 316, 318
<input type="checkbox"/> McAlister Institute (MITE) – South Bay 1180 Third Avenue #3 Chula Vista, CA 91911 (619) 422-3918	One-story, off-white building; located between 3 rd and Oxford Street BUS ROUTE 929 AND TROLLEY

RRC USE ONLY

Person No. _____ ☐ NCD ☐ CD Cooperative? ☐ Yes ☐ No ☐ N/A

Person No. _____ ☐ NCD ☐ CD Cooperative? ☐ Yes ☐ No ☐ N/A

Signature / Stamp _____ Date _____

CONDADO DE SAN DIEGO – AGENCIA DE SALUD Y SERVICIOS HUMANOS
CARTA DE ASIGNACION A LOS SERVICIOS DEL PROGRAMA GRADS PARA LOS CASOS DE
AYUDA GENERAL (GENERAL RELIEF)

NOMBRE _____ TRABAJADOR(A) _____

DOMICILIO _____ NUMERO DE TRABAJADOR(A) _____

_____ TELEFONO _____

NUMERO DEL CASO _____ ☐ Indique si el cliente es una persona sin hogar o no tiene residencia permanente.

Usted ha sido asignado para asistir a para una entrevista/evaluación el abuso de sustancias químicimas en uno de los Centros Regionales de Recuperación marcados en la siguiente sección, servicios para su recuperación y pruebas semanales hechas al azar para detectar abuso/adicción a dichas sustancias.

1. Nombre: _____ Fecha: _____ Día: _____ Hora: _____

2. Nombre: _____ Fecha: _____ Día: _____ Hora: _____

ASEGURESE DE DARSE SUFICIENTE TIEMPO PARA LLEGAR PUNTUALMENTE A ESTA ENTREVISTA. TRAIGA CONSIGO ESTE DOCUMENTO. Si usted no puede presentarse en el lugar y la hora indicada, usted deberá llamar a su trabajador inmediatamente. SI USTED O ALGUIEN EN SU CASO DE AYUDA GENERAL NO ASISTE A UNA DE ESTAS ENTREVISTAS, SUS BENEFICIOS DE AYUDA GENERAL PODRAN SER NEGADOS O DESCONTINUADOS. Llámeme por teléfono a su trabajador si tiene alguna pregunta.

DIRECCIÓN	DESCRIPCIÓN
<input type="checkbox"/> Mental Health Systems (MHS) – Central 6244 El Cajon Boulevard, Suite 15 San Diego, CA 92115 (619) 287-8225	Edificio gris de un piso localizado dentro del edificio llamado “Campus Medical-Dental Center” entre College Avenue y la calle 63. Ruta de autobús 1
<input type="checkbox"/> Mental Health Systems (MHS) – North Central 3340 Kemper Street, Suite 105 San Diego, CA 92110 (619) 523-8121	Edificio blanco de dos pisos localizado entre Midway Drive y Sports Arena Boulevard.- Rutas de autobús 8, 9, 35
<input type="checkbox"/> Mental Health Systems (MHS) – North Inland 620 North Ash Street Escondido, CA 92027 (760) 741-7708	Edificio blanco de un piso localizado entre la East Washington Avenue y la Jefferson Avenue. Ruta de autobús 354
<input type="checkbox"/> McAlister Institute (MITE) – East County 1365 N. Johnson Avenue #111 El Cajon, CA 92020 (619) 440-4801 x 121	Edificio industrial café, de un piso, en el complejo industrial Gregory’s entre Vernon y Bradley. Rutas de Autobús 846, 847, 848, 858, 864, 871 (Shuttle) y el Trolley.
<input type="checkbox"/> McAlister Institute (MITE) – North County 2821 Oceanside Boulevard Oceanside, CA 92054 (760) 721-2743	Edificio de color azul/gris, de un piso, entre las calles El Camino Real y Foussat. Rutas de Autobús 316, 318
<input type="checkbox"/> McAlister Institute (MITE) – South Bay 1180 Third Avenue #3 Chula Vista, CA 91911 (619) 422-3918	Edificio de color crema, de un piso, entre las calles 3ra. y Oxford. Ruta de Autobús 929 y el Trolley

RRC USE ONLY

Person No. _____ ☐ NCD ☐ CD Cooperative? ☐ Yes ☐ No ☐ N/A

Person No. _____ ☐ NCD ☐ CD Cooperative? ☐ Yes ☐ No ☐ N/A

Signature / Stamp _____ Date _____

GRADS NON-COMPLIANCE FORM

FAMILY RESOURCE CENTER OFFICE _____ DATE _____
CLIENT'S NAME _____ SSN # _____
CASE NUMBER _____

DATE OF NON-COMPLIANCE _____	WILLFUL FAILURE	GRADS COUNSELOR _____
<u>BEHAVIOR:</u>		
<u>EXPLANATION OFFERED:</u>		
<u>COUNTY ACTION:</u>		
DATE OF NON-COMPLIANCE _____	1ST NEGLIGENT FAILURE	GRADS COUNSELOR _____
<u>BEHAVIOR:</u>		
<u>EXPLANATION OFFERED:</u>		
<u>COUNTY ACTION:</u>		
DATE OF NON-COMPLIANCE _____	2ND NEGLIGENT FAILURE	GRADS COUNSELOR _____
<u>BEHAVIOR:</u>		
<u>EXPLANATION OFFERED:</u>		
<u>COUNTY ACTION:</u>		
DATE OF NON-COMPLIANCE _____	3RD NEGLIGENT FAILURE	GRADS COUNSELOR _____
<u>BEHAVIOR:</u>		
<u>EXPLANATION OFFERED:</u>		
<u>COUNTY ACTION:</u>		

Regional Recovery Center – Please check appropriate RRC below:

<input type="checkbox"/> Mental Health Systems (MHS) – Central 6244 El Cajon Boulevard, Suite 15 San Diego, CA 92115	<input type="checkbox"/> Mental Health Systems (MHS) – North Inland 620 North Ash Street Escondido, CA 92027	<input type="checkbox"/> MITE – North County 2821 Oceanside Boulevard Oceanside, CA 92054
<input type="checkbox"/> Mental Health Systems (MHS) – North Central 3340 Kemper Street, Suite 105 San Diego, CA 92110	<input type="checkbox"/> MITE – East County 1365 N. Johnson Avenue #111 El Cajon, CA 92020	<input type="checkbox"/> MITE – South Bay 1180 Third Avenue #3 Chula Vista, CA 91911